



**ACADEMIC HANDBOOK
FOR GRADUATE STUDIES**

AY 2024 - 25

NANYANG TECHNOLOGICAL UNIVERSITY

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NANYANG TECHNOLOGICAL UNIVERSITY
Academic Handbook
for Graduate Studies

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The University's academic structure for its graduate programmes which provides flexibility in students' learning experience while maintaining high academic standards, is based on the Academic Unit System.

The main feature of the Academic Unit System is the use of academic units (AU) for measuring academic workload.

1. Academic Calendar

The academic year consists of two semesters or three trimesters. Each semester includes 13 teaching weeks and 3 weeks for revision and examinations, whereas each trimester includes 12 teaching weeks and 1 week for examinations.

2. Academic Units

Under the Academic Unit System, each course is assigned a certain number of AU.

The typical number of AU for each course is 3 AU. One AU is equivalent to 13 teaching hours.

3. Candidature and Graduation Requirements

To be eligible for the award of a Doctorate or Master's degree, a student must fulfil the following conditions:

- obtain the total AU required for the completion of the programme within a period between the minimum and maximum candidature period stipulated for the programme
- fulfil the course requirements for the degree programme
- fulfil the minimum Cumulative Grade Point Average (CGPA) for graduation
- complete thesis examination and oral defence for the PhD programme, and thesis examination for Master's by Research programme
- fulfil 50% of the total AU required with courses from their Academic College (for research programmes except Interdisciplinary Graduate Programme)
- fulfil the residential requirements (i.e. minimum years of study at NTU) for joint degree programmes
- fulfil the minimum AU requirement for letter-graded courses from NTU (for research programmes)
- satisfy all other requirements prescribed by the programme of study or School

3.1 Academic Unit (AU) Requirement

3.1.1. Research Programmes

Please refer to Section 4.2.2 for the number of AU that students must complete for the coursework component.

3.1.2 Coursework Programmes

For each degree programme, the number of AU that students must obtain to graduate is as follows:

| Programme | Total AU Requirement |
|--|----------------------|
| Nanyang Business School (College of Business) | |
| Executive Master of Business Administration Programme (Shanghai) | 45.0 |
| Master of Business Administration (Nanyang Fellows) | |
| Executive Master of Business Administration Programme (English) | |
| Master of Business Administration | 48.5 |
| Master of Business Administration (Banking & Finance) | |
| Master of Business Administration (Business Analytics) | |
| Master of Business Administration (Human Capital Management) | |
| Master of Business Administration (Marketing Management) | |
| Master of Business Administration (Strategy & Innovation) | |
| Master of Business Administration (Sustainability & Innovation) | 49.5 |
| Professional Master of Business Administration | |
| Professional Master of Business Administration (International Trading) | 64.0 |
| Master of Business Administration (Waseda) | |
| Executive Master of Science (Sustainability Management) | 30.0 |
| Master of Science (Human Capital Management) | |
| Master of Science (Management) | |
| Master of Science (Strategy) | |
| Master of Science (Technology Management) | 34.0 |
| Master of Business Administration Bilingual | |
| International Master of Business Administration | 36.0 |
| Master of Science (Accountancy) | |
| Master of Science (Accountancy) with Specialisation in Data Analytics | |
| Master of Science (Asset & Wealth Management) | |
| Master of Science (Business Analytics) | |
| Master of Science (Finance) | |
| Master of Science (Marketing Science) | 37.5 |
| Master of Science (Financial Engineering) | |
| College of Computing & Data Science | |
| Master of Science (Artificial Intelligence) | 30.0 |
| Master of Science (Cyber Security) | |
| Master of Science (Data Science) | |
| College of Engineering | |
| Master of Science (Civil Engineering) | 30.0 |
| Master of Science (Communications Engineering) | |
| Master of Science (Computer Control & Automation) | |

| | |
|--|------|
| Master of Science (Electronics) | |
| Master of Science (International Construction Management) | |
| Master of Science (Maritime Studies) | |
| Master of Science (Materials Science & Engineering) | |
| Master of Science (Mechanical Engineering) | |
| Master of Science (Power Engineering) | |
| Master of Science (Project Management) | |
| Master of Science (Signal Processing & Machine Learning) | |
| Master of Science (Smart Manufacturing) | |
| Master of Science (Supply Chain Engineering) | |
| College of Humanities, Arts & Social Sciences | |
| Master of Arts (Creative Writing & Publishing) | |
| Master of Arts (Linguistics) | |
| Master of Arts (Museum Studies & Curatorial Practices) | |
| Master of Arts (Translation & Interpretation) | |
| Master of Media & Communication | |
| Master of Public Administration - Chinese | |
| Master of Public Administration - English | |
| Master of Science (Applied Economics) | 30.0 |
| Master of Science (Applied Gerontology) | |
| Master of Science (Information Studies) | |
| Master of Science (Information Systems) | |
| Master of Science (Knowledge Management) | |
| Master of Science (Managerial Economics) - Chinese | |
| Master of Science (Managerial Economics) - English | |
| Master of Social Sciences (China & Global Governance) | |
| College of Science | |
| Master of Science (Analytics) | |
| Master of Science (Biomedical Data Science) | 30.0 |
| Master of Science (Financial Technology) | |
| Master of Science (Precision Scientific Instrumentation) | 32.0 |
| College of Engineering and College of Science | |
| Master of Science (Chemical Sciences & Instrumentation) | 30.0 |
| Graduate College | |
| Master of Science (Blockchain) | 30.0 |
| S. Rajaratnam School of International Studies | |
| Master of Science (Asian Studies) | |
| Master of Science (International Political Economy) | 27.0 |
| Master of Science (International Relations) | |
| Master of Science (Strategic Studies) | |
| NTU Entrepreneurship Academy | |
| Master of Science (Technopreneurship & Innovation) - Chinese | |
| Master of Science (Technopreneurship & Innovation) - English | 30.0 |

Students of earlier cohorts are to refer to the Academic Structure Handbook for their intake for their AU requirements.

3.2 Period of Candidature

The period of candidature for each programme is as follows:

3.2.1 Research Programmes

| Programme | Period of Candidature | |
|---|-----------------------|-------------------|
| | Full-Time (Years) | Part-Time (Years) |
| Doctor of Philosophy (All Schools except LKCMedicine) | 2 - 5 | 3 - 5 |
| Doctor of Philosophy (LKCMedicine) | 3 - 5 | |
| Master's Degree | 1 - 3 | |

3.2.2 Coursework Programmes

| Programme | Period of Candidature | |
|---|----------------------------|----------------------------|
| | Full-Time (Year/Trimester) | Part-Time (Year/Trimester) |
| Nanyang Business School (College of Business) | | |
| Executive MBA Programme (English) | - | 4 – 8 trimesters |
| Executive MBA Programme (Shanghai) | - | 2 – 4 years |
| Executive Master of Science (Sustainability Management) | - | 1 – 4 years |
| Master of Business Administration | 1 – 2 years | - |
| Master of Business Administration (Banking & Finance) | 1 – 2 years | - |
| Master of Business Administration (Business Analytics) | 1 – 2 years | - |
| Master of Business Administration (Human Capital Management) | 1 – 2 years | - |
| Master of Business Administration (Marketing Management) | 1 – 2 years | - |
| Master of Business Administration (Strategy & Innovation) | 1 – 2 years | - |
| Master of Business Administration (Sustainability & Innovation) | 1 – 2 years | - |
| Master of Business Administration (Nanyang Fellows) | 1 – 2 years | 5 – 15 trimesters |
| Professional MBA | - | 5 – 15 trimesters |
| Professional MBA (International Trading) | - | 5 – 15 trimesters |
| Master of Business Administration (Waseda) | 1 – 2 years | - |
| Master of Business Administration Bilingual | - | 4 – 15 trimesters |
| International Master of Business Administration | - | 4 – 15 trimesters |
| Master of Science (Accountancy) | 1 – 2 years | 2 – 4 years |
| Master of Science (Accountancy) with Specialisation in Data Analytics | 1 – 2 years | - |
| Master of Science (Asset & Wealth Management) | 1 – 2 years | 1 – 4 years |
| Master of Science (Business Analytics) | 1 – 3 years | 1 – 4 years |
| Master of Science (Finance) | 1 – 2 years | - |

| | | |
|---|------------------|------------------|
| Master of Science (Finance) – Double Master with Peking University | 2 – 4 years | - |
| Master of Science (Financial Engineering) | 1 – 2 years | 2 – 4 years |
| Master of Science (Human Capital Management) | 3 – 6 trimesters | 4 – 9 trimesters |
| Master of Science (Management) | 3 – 6 trimesters | 4 – 9 trimesters |
| Master of Science (Marketing Science) | 1 – 2 years | - |
| Master of Science (Strategy) | 3 – 6 trimesters | 4 – 9 trimesters |
| Master of Science (Technology Management) | 1 – 1.5 years | - |
| College of Computing & Data Science | | |
| Master of Science (Artificial Intelligence) | 1 – 2.5 years | 2 – 4 years |
| Master of Science (Cyber Security) | 1 – 2.5 years | 2 – 4 years |
| Master of Science (Data Science) | 1 – 2.5 years | 2 – 4 years |
| College of Engineering | | |
| Master of Science (Civil Engineering) | 1 – 3 years | 2 – 4 years |
| Master of Science (Communications Engineering) | 1 – 3 years | 2 – 4 years |
| Master of Science (Computer Control & Automation) | 1 – 3 years | 2 – 4 years |
| Master of Science (Electronics) | 1 – 3 years | 2 – 4 years |
| Master of Science (Green Electronics) | 2 – 3 years | - |
| Master of Science (Integrated Circuit Design) | 2 – 3 years | - |
| Master of Science (International Construction Management) | 1 – 3 years | 2 – 4 years |
| Master of Science (Maritime Studies) | 1 – 3 years | 2 – 4 years |
| Master of Science (Materials Science & Engineering) | 1 – 3 years | 2 – 4 years |
| Master of Science (Mechanical Engineering) | 1 – 2 years | 2 – 4 years |
| Master of Science (Power Engineering) | 1 – 3 years | 2 – 4 years |
| Master of Science (Project Management) | 1 – 3 years | 2 – 6 years |
| Master of Science (Signal Processing & Machine Learning) | 1 – 3 years | 2 – 4 years |
| Master of Science (Smart Manufacturing) | 1 – 2 years | 2 – 4 years |
| Master of Science (Supply Chain Engineering) | 1 – 2 years | 2 – 4 years |
| College of Humanities, Arts & Social Sciences | | |
| Master of Arts (Creative Writing & Publishing) | 1 – 2 years | 1.5 – 4 years |
| Master of Arts (Linguistics) | 1 – 2 years | 1.5 – 4 years |
| Master of Arts (Museum Studies & Curatorial Practices) | 1 – 3 years | 2 – 4 years |
| Master of Arts (Translation & Interpretation) | 1 – 2 years | - |
| Master of Media & Communication | 1 – 2 years | 2 – 4 years |
| Master of Public Administration - Chinese | 1 – 3 years | 2 – 4 years |
| Master of Public Administration - English | 1 – 2 years | 1.5 – 4 years |
| Master of Science (Applied Economics) | 1 – 2 years | 1.5 – 4 years |
| Master of Science (Applied Gerontology) | 1 – 2 years | 1.5 – 4 years |
| Master of Science (Information Studies) | 1 – 2 years | 2 – 4 years |
| Master of Science (Information Systems) | 1 – 2 years | 2 – 4 years |
| Master of Science (Knowledge Management) | 1 – 2 years | 2 – 4 years |
| Master of Science (Managerial Economics) - Chinese | 1 – 2 years | 2 – 4 years |
| Master of Science (Managerial Economics) - English | 1 – 2 years | 1.5 – 4 years |
| Master of Social Sciences (China & Global Governance) | 1 – 4 years | |

| College of Science | | |
|---|---------------|-------------|
| Master of Science (Analytics) | 1 – 2 years | 2 – 4 years |
| Master of Science (Biomedical Data Science) | 1 – 2 years | 2 – 4 years |
| Master of Science (Financial Technology) | 1 – 2 years | 2 – 4 years |
| Master of Science (Precision Scientific Instrumentation) | 1 – 2 years | 2 – 4 years |
| College of Engineering and College of Science | | |
| Master of Science (Chemical Sciences & Instrumentation) | 1 – 2 years | 2 – 4 years |
| Graduate College | | |
| Master of Science (Blockchain) | 1 – 2.5 years | 2 – 4 years |
| Lee Kong Chian School of Medicine | | |
| Graduate Diploma in Sports Medicine | - | 1 – 2 years |
| NTU Entrepreneurship Academy | | |
| Master of Science (Technopreneurship & Innovation) - Chinese | 1 – 3 years | - |
| Master of Science (Technopreneurship & Innovation) - English | 1 – 3 years | 2 – 4 years |
| S. Rajaratnam School of International Studies | | |
| Master of Science (Asian Studies) | 1 – 3 years | 2 – 4 years |
| Master of Science (Asian Studies) – Double Master with Warwick | 1 – 3 years | - |
| Master of Science (International Political Economy) | 1 – 3 years | 2 – 4 years |
| Master of Science (Int'l. Political Economy) – Double Master with Warwick | 1 – 3 years | - |
| Master of Science (International Relations) | 1 – 3 years | 2 – 4 years |
| Master of Science (International Relations) – Double Master with Warwick | 1 – 3 years | - |
| Master of Science (Strategic Studies) | 1 – 3 years | 2 – 4 years |
| Master of Science (Strategic Studies) – Double Master with Warwick | 1 – 3 years | - |

Students of earlier cohorts are to refer to the Academic Structure Handbook for their intake for their candidature period.

3.3 Minimum AU Requirements for Letter-Graded Courses (for Research Programmes)

The minimum AU of letter-graded courses are 6 AU and 9 AU for Master's and PhD programmes respectively. The programmes with different minimum AU of letter-graded courses are as follows:

| Programme | Minimum AU of Letter-Graded Courses Obtained From NTU |
|---|---|
| Master of Science (SPMS) | 8 |
| Master of Science (CCEB) | 8 |
| Doctor of Philosophy (SPMS) | 12 |
| Doctor of Philosophy for All IGP Except the below IGP as indicated | 12 |
| Doctor of Philosophy (IGP-EOS) | 9 |
| Doctor of Philosophy (IGP-SCElse) | 20 |

Students of earlier cohorts are to refer to the Academic Structure Handbook for the letter-graded AU requirements for their intake.

3.4 Minimum CGPA for graduation

Students in Coursework Programmes

A minimum CGPA of 2.50 is required at the completion of the programme of study.

Students in Research Programmes

A minimum CGPA of 3.00 and 3.50 is required for Master's and PhD programmes respectively after completion of all course requirements.

4. Curricular Requirements

4.1 Coursework Programmes

Students could opt for one of the following study programmes, where applicable:

- (a) Coursework & Dissertation; or
- (b) Coursework only

Students are advised to consult their School on the requirements for each study programme before deciding on their option.

The courses of study may comprise Core and Elective courses. Please refer to the School's website for the programme curriculum.

4.2 Research Programmes

4.2.1 Students in the Higher degree by Research pursue an independent but supervised research in an approved field of advanced study, at the end of which a thesis is submitted for examination.

4.2.2 Students are also required to complete a number of graduate-level courses, as follows:

| | |
|----------------------|-------------------|
| Masters | At least 9 AU |
| Doctor of Philosophy | At least 12-24 AU |

All PhD students admitted from AY2019 must complete the requirement of 3 AU of communication courses before thesis submission.

4.2.3 Students are to consult their School on the course requirements.

4.2.4 All research students must undergo a Qualifying Examination/Confirmation Exercise within the period stipulated by the School. Before the Qualifying Examination/Confirmation Exercise, students must complete the ERWA01/ERI701 Epigeum Research Integrity Course.

4.2.5 In addition to being examined on the thesis, a student for the degree of Doctor of Philosophy must pass an oral examination on the subject matter of the thesis. The oral examination will be arranged and conducted by the School after thesis examination is completed.

4.2.6 All PhD students admitted from AY2019 must participate in a Three-Minute Thesis (3MT) Symposium before graduation.

4.3. Transfer of Academic Units and Course Exemption

4.3.1. With prior endorsement of the Chair, students are allowed to take some courses from another university and transfer the AU earned from that university towards fulfilling the degree requirements of NTU. This could include participation in exchange and/or other similar programmes.

4.3.2. Former students who have completed courses or part of their degree with NTU may apply to transfer the credits that they have previously earned for relevant courses.

4.3.3. Students who have obtained relevant qualifications from another university prior to their admission to NTU may apply for exemption of equivalent courses. A student who has been granted exemption of course may be required to take another course of the same AU in lieu of the exempted course.

4.3.4. Only credits and qualifications earned within the last 5 years from the date of application will be considered for transfer of credits and exemptions.

4.3.5. The credits that have been previously counted towards the award of a degree programme would not be allowed for credit transfer to another degree of the same academic level.

4.3.6. There will be no partial transfer of credits.

- 4.3.7. Credits transferred and courses exempted are not included in CGPA computation but will be counted towards the AU requirement for graduation. For credits transferred from external institutions, the actual grades awarded by the external institution are reflected in the NTU transcript.
- 4.3.8. Graduate students may be considered for credit transfer and/or course exemption of up to 20% of total AU requirement for coursework students or up to 50% of total AU requirement for research students, unless otherwise specified by the School. Students should therefore consult their Schools on their programme and graduation requirements before they applying for credit transfer and/or course exemption.
- 4.3.9. Students who are allowed to transfer credits or are granted course exemption must also comply with the requirements in Section 3 above on Candidature and Graduation Requirements.
- 4.3.10. Application for transfer of credits and exemption of courses for new students should be submitted to the School (with relevant supporting documents) within the first semester/trimester of student's enrolment.
- 4.3.11. Requests for transfer of credits and course exemptions must be approved by the School Chair.

5. Registration of Courses

5.1. Online Course Registration

- 5.1.1. Students must register for their courses online following the schedule announced by the Office of Academic Services and/or the Schools.
- 5.1.2. Students are to attend only the classes they have officially registered for. Students who join any classes without registration will not be allowed to sit for assessment(s) or examination(s) for the respective course(s).
- 5.1.3. For more details, please visit the Course Registration Page via Student Intranet > Academic Matters.

5.2. Outstanding Fees

Students with outstanding fees will be barred from course registration. Students must clear their outstanding fees at least 3 working days before registering courses.

5.3. Add/Drop Period

- 5.3.1 Students may add or drop any registered courses only within the designated Add/Drop period as announced by the Office of Academic Services and/or the Schools.
- 5.3.2 A course that is dropped by the Add/Drop period will not appear in the official transcript. A course that is dropped after the Add/Drop period but within the deadline for withdrawal of courses will be given a 'W' notation. A student who is still registered for a course after the deadline for withdrawal of courses but did not subsequently sit for assessment(s) or examination will be deemed to have read and failed the course. An 'F' will appear on his official transcript.

5.4. Academic Load

5.4.1 Students in Coursework Programmes

In general, full-time students may register up to 15 AU per term of study, while part-time students may register up to 9 AU per term of study.

5.4.2 Students in Research Programmes

Master's students may register up to 9 AU per term of study, while PhD students may register up to 15 AU per term of study.

6. Examinations and Grades

6.1. Assessment and Examinations

- 6.1.1. Continual Assessment (CA) is conducted in the form or mode that is suitable for the discipline of studies and content of the course. Feedback would be provided to students to enable them to improve on their learning during the academic term.
- 6.1.2. Final examination is generally held at the end of the semester or trimester. A student who is absent from any final examination without a valid reason, shall be deemed to have sat and failed the course.
- 6.1.3. Grade moderation may be applied to ensure consistency and fairness of assessment.
- 6.1.4. Students are not allowed to repeat courses that they have passed.
- 6.1.5. The grades for all attempts in all courses taken by a student are shown in his official transcript.

6.2. Grading System

- 6.2.1 The grading system used is the Grade Point Average System (GPA). Grades and grade points are assigned as follows:

| Letter Grade | Grade Point |
|---------------------|--------------------|
| A+ | 5.00 |
| A | 5.00 |
| A- | 4.50 |
| B+ | 4.00 |
| B | 3.50 |
| B- | 3.00 |
| C+ | 2.50 |
| C | 2.00 |
| D+ | 1.50 |
| D | 1.00 |
| F | 0.00 |

Grade (if any) for dissertation is not included in the computation of GPA.

6.2.2 The following non-letter grades and notations are also used:

| | | |
|-------|---|------------------------------------|
| * | - | Course with Pass/Fail grading only |
| AT | - | By attendance only |
| IP | - | In Progress |
| W | - | Withdrawal |
| LOA/X | - | Absent (with valid reasons) |

6.2.3 The Cumulative Grade Point Average (CGPA) represents the grade point average of all courses (including failed courses) attempted by a student. The computation of CGPA is as follows:

$$\frac{\text{SUM of (Grade Point x AU for course attempted to date)}}{\text{Total AU attempted to date}}$$

Only letter-graded courses (i.e. courses with grades A+, A, A-, B-..) are included in the computation of CGPA. Courses where only Pass/Fail grades are given, where students were absent with valid reasons (i.e. given an 'LOA') or dropped after the Add/Drop period but within the deadline for withdrawal of courses (i.e. given a 'W'), and courses that are in progress or completed by attendance only (i.e. awarded an 'IP' or 'AT') are not included in the computation of CGPA.

Courses that students are exempted from, and courses from institutions that are approved for transfer of credits will not be counted in the computation of TGPA or CGPA.

6.2.4 The Term Grade Point Average (TGPA) represents the grade point average of all courses attempted by a student in any term of study. The computation of TGPA is as follows:

$$\frac{\text{SUM of (Grade Point x AU for course attempted in the term)}}{\text{Total AU attempted in the term of study}}$$

Term refers to semester or trimester which is the period of study for a programme. The method of computing the TGPA is similar to that for computing the CGPA.

6.2.5 The CGPA will be reflected in students' transcript.

6.2.6 An 'F' grade obtained in a course, and a new grade attained for the subsequent repeat, will both be reflected in the transcript. Both grades will also be counted in the computation of TGPA and CGPA.

6.3. Academic Standing

6.3.1 Students in Coursework Programmes

Satisfactory Academic Performance

In any term of study, a coursework student is considered to be making satisfactory progress if he attains a minimum TGPA and CGPA of 2.50.

Unsatisfactory Academic Performance

A coursework student with unsatisfactory academic performance will be accorded the following academic standing and subjected to performance review:

- Academic Warning - if the student's TGPA or CGPA is less than 2.50 in any term of study.
- Academic Termination - if the student's TGPA is less than 2.50 for two consecutive terms of study or do not meet graduation requirements at the end of the term when he reaches his maximum candidature.

6.3.2 Students in Research Programmes

Satisfactory Academic Performance

In any term of study, a research student is considered to be making satisfactory progress if he satisfies the following conditions:

- Attain a minimum TGPA and CGPA of 3.00 for Master's programme and 3.50 for PhD programme; and
- Attain at least Grade Point 2.50 (grade C+) in every course; and
- Complete all course requirements within the confirmation period as prescribed under Qualifying Examination.

Unsatisfactory Academic Performance

A research student with unsatisfactory academic performance will be accorded the following academic standing and subjected to performance review:

| Type of Programme | Academic Warning | Failed to fulfil coursework requirements |
|-------------------|---|---|
| Master | <ul style="list-style-type: none"> i. TGPA or CGPA < 3.00 in any term of study; or ii. Any course with Grade Point less than 2.50 (below C+ grade) | <ul style="list-style-type: none"> i. Fail to complete all course requirements within the confirmation period as prescribed under Qualifying Examination; or ii. TGPA < 2.50 in two consecutive terms; or iii. TGPA < 3.00 in three consecutive terms. |
| PhD | <ul style="list-style-type: none"> i. TGPA or CGPA < 3.50 in any term of study; or ii. Any course with Grade Point less than 2.50 (below C+ grade) | |

Failure to fulfil coursework requirements may result in termination of financial aid and/or academic termination.

6.3.3 Appeal against academic termination on the grounds of extenuating circumstances may be made, subject to the following rules:

- The appeal must be submitted to the relevant School within 2 weeks after the release of course results or before the start of the next term, whichever is earlier.
- Only one appeal is allowed per candidature.